

Chief, Management Branch

21 June 1948

Chief, Services Branch

Issuance of Procedures to be followed by Responsible and Accountable Officers.

1. Reference is made to General Order No. 1 dated 26 September 1947, Subject: "CIA ISSUANCES."

2. There are many and varied problems in connection with procedures to be followed by responsible and accountable officers in connection with reconciliation of records and the maintenance of complete records in accordance with the property control procedures already established. These problems are of interest only to accountable and responsible officers and usually are not of general interest to personnel of the agency, nor necessarily to Assistant Directors, their staffs or Administrative Officers.

3. It is therefore proposed that the Management Branch approve the issuance of "Property Bulletins" by the Services Branch to cover detailed procedures or supplementary instructions to those now contained under the category of CIA Administrative Instructions but which do not go to changes of basic policies or substantial changes in existing procedures.

4. Attached are two samples of these bulletins which have not yet been distributed, to indicate the general scope of the matters to be dealt with in such bulletins.

5. If this procedure is approved, it is recommended that an Administrative Instruction or General Order, as you see fit, be issued authorizing the issuance of such bulletins by the Services Branch.

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Samples of Property Bulletins

cc: Mr. [REDACTED]

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